CERTIFIED PAYROLL FORM

- This form must be completed for all City of Houston construction contracts that are \$2000 and above.
- The contractor is required to submit this completed form weekly.
- The prime contractor is responsible for reviewing and submitting payrolls from each of their subcontractors with a contract for \$2000 and above.
- Computerized payroll printouts may be used, however, they must consist of all the information listed on OMB form No. 1215-0149 WH 349 with the compliance statement attached.
- The payroll form after completion must be signed with an original signature
 of the authorized officer of the company. If the authorized officer is changed,
 an amended CC-10 must be submitted to Affirmative Action Division for the
 prime contractor and CC-33 for subcontractor changes.
 - A properly completed payroll must contain the following:
 - Name of contractor or subcontractor
 - Address of contractor
 - Payroll number
 - Payroll week ending date
 - Project and location
 - Project Number/Name or description
 - Employee name, address, and social security number
 - Employee classification only classifications in the contract's wage schedules are to be used
 - Classification can only be added to the wage schedules by written request to the Affirmative Action Division and to Public Works
 - Date and day worked
 - Hours worked each day
 - Total hours
 - Rate of pay Employees must be paid the prevailing wage rates. All hours worked over forty (40) for one week is overtime; employees must be paid time-and-a-half for overtime
 - Gross amounts earned
 - F.I.C.A. withheld
 - Federal Tax withheld
 - Other deductions
 - Total deductions
 - Net wages paid for a week
- The signature side of the payroll certifies all information on the front side is

correct:

- Date
- Name of signatory and title
- List the name of company that administers your company's fringe benefit plan

Certified Payroll Submittals

- 1. Prime contractors are required to start submitting certified payrolls after the notice to proceed date. If the project has been delayed, a notice must be sent to the attention of the Affirmative Action and Contract Compliance Officer informing him/her of the delay in payroll submittals.
- 2. Subcontractors' certified payrolls must be submitted one week after subcontractors' work began.
- 3. Payrolls by the prime and all subcontractors are to be **submitted weekly**, unless the prime contractor is instructed by letter that the field audit process will be used.
- 4. The compliance statements of payrolls must be signed with **an original signature** of the owner, partner, officer or authorized person.
- 5. If there is more than one wage schedule, payrolls must reflect the designated area of work building or engineering.
- 6. Payrolls must reflect the exact classification of the worker from the wage schedule. (Example: Front end loader 2-1/2 CY and less, or Front end loader over 2-1/2 CY)
- 7. Payrolls must be numbered 1 through **final** and **must** include the week ending dates, employees' names, addresses, social security numbers, daily and weekly hours, gross and net pay and deductions. The company's name and address should be listed, along with the project name and/or number (i.e., WW#4250-00, not R-0230-00-0, or City of Houston).
- 8. **If there is no work performed for a week**, the contractor is **still required** to submit a compliance statement with the statement "**no work performed**."
- 9. All personnel should be listed on payrolls, including supervisors ("salaried").
- 10. If an employee is classified as an apprentice on payrolls, an approved apprenticeship certificate from the Bureau of Apprenticeship Training or an agency authorized by the Bureau must be submitted with the payrolls. An apprentice is not meant to be a generic term.
- 11. Employees must be paid weekly.

- 12. Employees must be paid overtime for all hours worked over forty (40) hours a week on City of Houston funded projects.
- 13. Workers must be paid at least the prevailing wage rate or the contractor will be penalized \$60.00 a day for each worker who is underpaid.
- 14. A payroll deduction form must be submitted for any deductions other than withholding, Social Security, and Court ordered child support.
- 15. Owner operators are required to submit certified payrolls and statements accepting responsibility for paying all required federal taxes in regards to truck drivers who own and operate their personal trucks.
- 16. All trucking companies are required to submit weekly payrolls.

U.S. Department of Labor

PAYROLL
(For Contractor's Optional Use; See Instruction, Form WH-347 Inst.)

10 10 10 10 10 10 10 10	NAME OF CONTRACTOR OR SUBCONTRACTOR	MTRACTOR							SEZWOOV	eg.						ŌΦ	OMB No.: 1215-0149 Expires: 06-30-97	15-0149 3-30-97
TO DATE OF THE PARTY OF THE PAR	PAYROLL NO.		FOR WEEK ENDA	2					PROJECT	T AND LOCA	HOL				PROJECT 0	OR CONTRA	ICT NO.	
NAME	(1) NAME, ADDRESS, AND	S SMIG	8	.12	-	3	Y AND DAT		6	8				(8) DEDUCTI	946			8 4
	SOCIAL BECURITY NUMBER OF EMPLOYEE	NO. OF WITHHOL EXEMPTI	WORK	RO .TO	├ │₹	SE WO	RKED EACH	Ž	TOTAL HOURS	PAY PAY		Ş	WITH- HOLDING TAX				TOTAL	
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Date	contract have been or will be made to appropriate employees, except as noted in Section 4(c) below.	contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.
(Name of sugnatory party) (Title)	(b) WHERE FRINGE BENEFITS ARE PAID IN CASH	AID IN CASH
do hereby state: (1) That I pay or supervise the payment of the persons employed by	Each laborer or mechanic listed indicated on the payroll, an amo hourly wage rate plus the amounty wage rate plus the amounty wage rate plus the amount was a second wage rate plus the amount was a second wage rate was a second	Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the
	contract, except as noted in Section 4(c) below.	ion 4(c) below.
(Contractor or subcontractor) on the (Building or worth)	(c) EXCEPTIONS	
that during the payroll period commencing on the		
day of 19 and ending theday of 19 all persons employed on said project have been paid the full weekly wages earned, that no rabates have been or will be made either directly or indirectly to or on behalf of said	EXCEPTION (CRAFT)	EXPLANATION
from the full	- Lon	
Weekly Wastes comment to an order on subcontractor wastes comment to the wastes comment to the contract of the	2	
Indirectly from the full wages semed by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), Issued by the Secretary of Labor under the Copeland	fined	
Act, es amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:	- pp p	
(2) That any psyrolis otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborars or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications sofforth therein for each laborar or mechanic conform with the work he performed.	Dove REMARKS erein linto	
(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship agency recognized by the Bureau of Apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.	fide breau part-	
(4) That:	NAME AND TITLE	BIONATURE
(*) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS	AMS	
—In addition to the basic hourly wage rates paid to each laborar or mechanic listed in the above referenced payroli, payments of fringe benefits as listed in the		THE WILTUL FALSHICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

4 U.S.G.R.O.: 1994 - 360-220